

New Awardees' Information for Grant Administration – Graduate Fellowship Grants Web Meeting

January 31, 2008

Waterfront Centre, Room 4301

800 9th St. S.W.,

Washington, DC 20024

Presenter: A.A. Trotman



Why (Not) Have This Meeting?

Program Office Perspective

- Where is the information in the accomplishments report that links activities and products to the objectives?
- Why are the grantees not submitting Appointment Forms for student beneficiaries?
- What! Now 24 months into the award you say you are having problems recruiting students!!!

Past-PD Perspective

- What do I do now that I have the award?
- I am waiting on the Recruiting Office to get me a "good" student.
- What reporting is overdue?
- What forms are needed?
- Where should the reports be sent?
- Can I increase the stipend?





- Introductions
- Expectations
 - Grantees
 - Program Office
- Administration Management, Monitoring, Reporting, Acknowledgement and Project Directors' Meeting
- Feedback

Agency Units for NNF Awards Interface





AWARDS MANAGEMENT BRANCH

FUNDS MANAGEMENT SECTION Science and Education Resources Development

PROGRAM OFFICE

for NNF Awards

Technical Management

Management of Your Grant



Where to Begin:

- Award Notice
- Submitted Application WITH Approved Changes Made Prior to Award
- Approved Budget with Justification
- The FY 2007 Request for Applications (RFA)



Monitoring

- Project Directors' role
 - Managing timeline for success (recruitment; mentoring; retention; pipelining)
 - Adhering to scope of funded project
 - Aligning graduate training of Fellow to TESA funded
 - Managing reporting (project accomplishments;
 Fellow's progress; Entry/Exit; Impacts)
- Extensions of grant period
 - No longer than 5 years



Beneficiary Support

- M.S. Level: maximum of twenty-four (24) months during a thirty-month period;
- Ph.D. Level: maximum of thirty-six (36) months within a forty-two-month period;
- IRTA: eligible USDA NN Fellows with a year remaining on the NNF grant award.



Recruitment

- When with receipt of the Notice of Award from CSREES
- Scope sign up students committed to TESA
- Who can be outsourced BUT remains the management responsibility of the Project Director
- What materials must identify/acknowledge CSREES NNF grant support



Recruitment Interval

- What is the recruitment Interval for NNF grants?
 - 18 months
- Why is the recruitment interval important?
 - If students have not been appointed by 18 months the monies must be returned to CSREES



Form 2010 - Top Section

UNITED STATES DEPARTMENT OF AGRICULTURE COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE

OMB Approved 0524-0039

Fellowships/Scholarships Entry/Exit Form

THE CHILDREN AND COLUMN TO THE						
Institution: Grant		:	Date:			
Project Director:	Telephone:	FAX:	E-mail:			
Fellow/Scholar Name and Permanent Address:	Sex: ☐ Male ☐ Female	Race: (Check all that apply)	Ethnicity:			
	Citizenship: ☐ USA or permanent resident	□ American Indian or Alaskan Native □ Black or African American □ Asian	☐ Hispanic or Latino☐ Not Hispanic or Latino			
	☐ Other (specify)	☐ Native Hawaiian or Other Pacific Islan☐ White	nder Disability Status: ☐ Yes ☐ No			
Degree Sought: ☐ AS/AA	□ BS/BA □ DVI	M □ Master's □ Doctorate				
Declared Major:		Minor:				
Date Enrolled: (mm/dd/yyyy)						
Official Stipend Dates:						
Began (mm/dd/yyyy)						

Recruitment & Appointment of Beneficiary



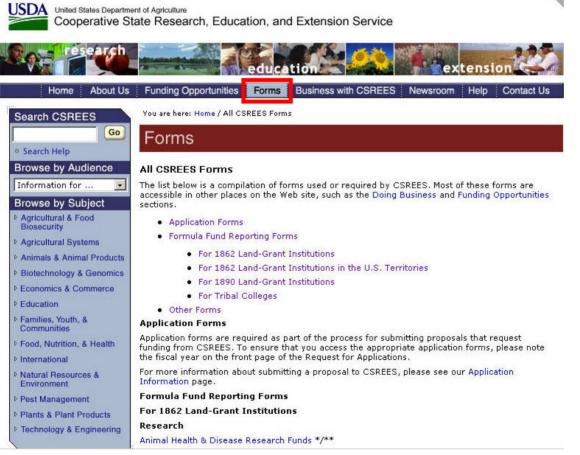
- Beneficiary Eligibility all criteria
 - U.S. Citizenship/U.S. National
- What is the Appointment Form?
 - CSREES Form 2010
- Where is the Appointment Form Found?
- Where and When Should the Appointment Form be Submitted?

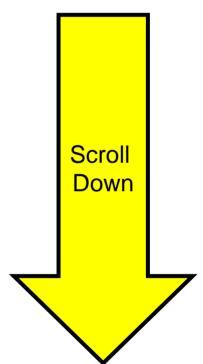


EPORT/VG

Where Do You Find CSREES Form 2010?







Where Do You Find CSREES Form 2010?



Form AD-1048, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

Form AD-1049, Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I - For Grantees Other Than Individuals

Form AD-1050, Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative II - For Grantees Who Are Individuals

Certification Regarding Lobbying - Contracts, Grants, Loans and Cooperative Agreements

Assurances Regarding Human Subjects, Animals, and Recombinant DNA

Sample Format - Cooperative Agreement Documentation: PDF | MSWord | WordPerfect

CSREES Form 2010 Fellowships/Scholarships Entry/Exit Form: PDF | MSWord

Back to Funding Opportunities

Last Updated: 01/28/2008

CSREES | USDA.gov | Site Map | Policies and Links | Grants.gov | CRIS | REEIS | eXtension | CSREES RSS Newsfeed FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | White House

How Is CSREES FORM 2010 Used?



Appointment or Entry Form For Fellows	Fill in the data requested in the form	CSREES Form 2010: As soon as student is appointed as a National Needs Fellow	E-Mail Post/Courier Fax	National Needs Fellowship Program Office
Exit Form For Fellows	As Above	When student leaves or is terminated as an NNF Fellow	As Above	As Above
Annual Update Form For Fellows	As Above	Each year on the anniversary of the appointment of the student as a National Needs Fellow	As Above	As Above

Submission of Fellow/Scholar Appointment Form



• What form is needed?

Where should the form be sent?

Submission of Fellow/Scholar Annual Update



- Each Year of the award the PD submits information about the progress of EACH beneficiary
- Information is sent directly to the PROGRAM OFFICE and not to the Awards Management Branch



Annual Update on Form 2010

Academic Accomplishments (Fellows should include publications based on graduate research):

This information must align with the outcomes for the TESA.

Honors/Awards received while in the program (Text):



Other Student-Centered Reporting Requirements

- Progress of Fellows/Scholars available only to the Program Office
- Do Not Report Individual Student Progress Using Publicly Accessible Portal
- Outcomes Report Fellows submit an accomplishments report after completing training activity where IRTA funds were used

Funded Grant Accomplishments Reporting Requirements



- CRIS Submission publicly available to all with access to the Internet
- What should be reported?
 - accomplishments on the graduate training project;
 - progress towards meeting the objectives;
 and
 - alignment with TESA

Project Accomplishments Reporting: Web-based using CRIS



Annual Accomplishments Reporting On Award Project Management to Meet Grant Objectives and NNF Program Goals

(Not Academic Progress of the Individual Student)

CRIS Web Forms Site

http://cwf.uvm.edu/cris/

Accomplishment Report on meeting objectives of the grant is due on the anniversary of the award i.e. each year on the effective date of the award (found on the Notice of Award).

Current Research Information System (CRIS)

From the menu please select:

- Accomplishments Report
- Select your state
- Your participating site is:SERD
- The password is: teach
- •You will need to enter the agreement number, the investigator last name, and an email address in order to proceed.

Financial Reporting



 For any award, the awardee institution completes financial reporting (SF 269) as required under the Terms and Conditions of the Award

 The reporting information in the award document is usually submitted by your institutional Grants and Contracts Office

What is the responsibility of the PD in financial reporting?



 PDs should follow-up to determine that reporting on their awards is made

Why is this important?

 Should you submit an application for future funding, untimely reporting can impact subsequent award processing

Pertinent Reference Information

- Annual NNF/MSP Program Summaries
- http://faeis.ahnrit.vt.edu/hep/hep_grants.shtml
- Abstracts of Past-Funded NNF/MSP Projects
- http://cris.csrees.usda.gov
- CSREES Funding Opportunities Page
- http://www.csrees.usda.gov/fo/funding.cfm
- Fellowships/Scholarship Appointment and Exit Forms — CSREES 2010
- http://www.csrees.usda.gov/funding/all_forms.html



Acknowledging Sward Source

How To Acknowledge Grant Support from CSREES



- Training Program supported, in whole or part, through grant funds must acknowledge the funding source.
- Be sure to review the terms and conditions for your respective award (which differ somewhat depending on the institution receiving the award).
 Terms and conditions are available from the CSREES web site. These are also included in the RFA each year if you are not certain which version applies in your case.

How To Acknowledge Grant Support from CSREES



- Along with the current CSREES logo, the following acknowledgment of CSREES support must appear in the publication of any material, whether copyrighted or not, and any products produced in electronic formats (e.g., World Wide Web pages, computer programs, recruitment flyers, etc.) which is substantially based upon or developed under this award:
 - "This material is based upon [work] supported by the Cooperative State Research, Education, and Extension Service, U.S. Department of Agriculture, under Agreement No. [the awardee should enter the applicable award number here]."

Acknowledging CSREES Grant Support . . .



In addition, all publications and other materials, except scientific articles or papers published in scientific journals, must contain the following statement:

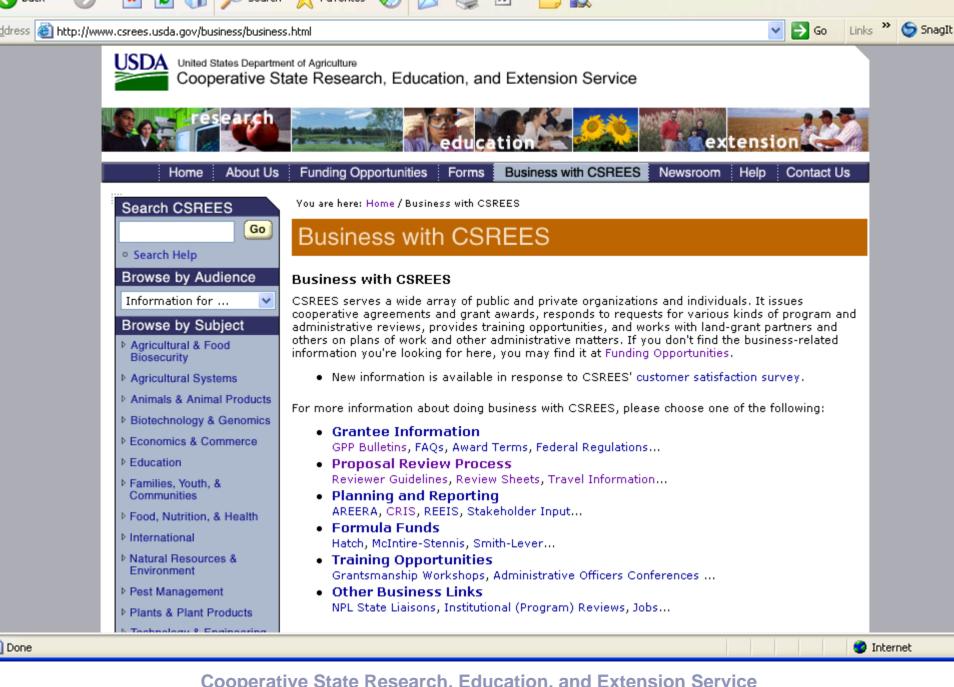
- "Any opinions, findings, conclusions, or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the view of the U.S. Department of Agriculture."
- The awardee is responsible for assuring that an acknowledgment of [agency] support is made during news media interviews, including popular media such as radio, television and news magazines, that discuss in a substantial way work funded by this grant."

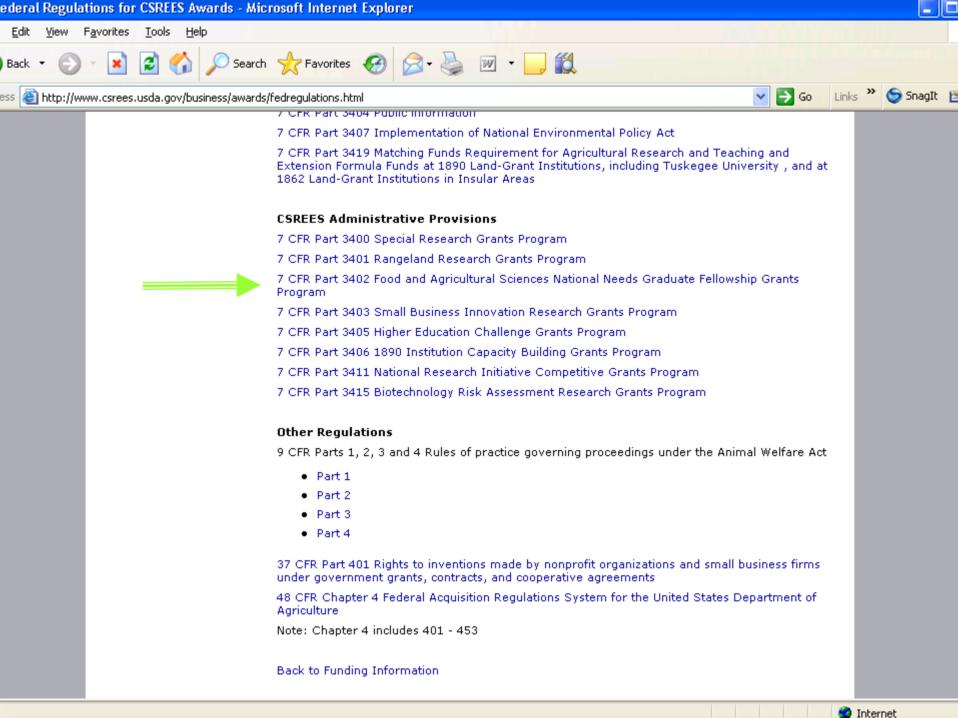
Acknowledging CSREES Grant Support . . .



In addition, all products from student training, including experiential opportunities, supported through grant funds should acknowledge the source of such support:

 The awardee is responsible for assuring that an acknowledgment of [agency] support is made by beneficiaries (MSP Scholars or NNF Fellows) for work/training funded by the CSREES grant.







Pertinent Reference Information

- Annual NNF Program Summaries
 http://faeis.ahnrit.vt.edu/hep/hep_grants.shtml
- Abstracts of Past-Funded NNF Projects http://cris.csrees.usda.gov
- CSREES Funding Opportunities Page http://www.csrees.usda.gov/fo/funding.cfm
- Fellowships/Scholarship Appointment and Exit Forms—CSREES 2010
 http://www.csrees.usda.gov/funding/forms_natl_needs.html
- Education Page http://www.csrees.usda.gov/nea/education/education.html

Education Grants Project Directors' Meeting



- Upcoming Project Directors' Conference to be held concurrently with annual North American Colleges and Teachers of Agriculture (NACTA) Conference
- 2008 Utah State University (June 10-13) -http://www.usu.edu/aste/nacta/
- 2008 NACTA Call for Abstracts: <u>http://www.nactateachers.org/Call%20for%20N</u> ACTA%20and%20SERD%20Abstracts.pdf
- 2009 To be announced